



# Hidayatullah National Law University

Post Uparwara, Naya Raipur (C.G.) - 492002

Phone No. 0771-3057603, 3057604 Fax: 0771-3057666

email: [registrar@hnlu.ac.in](mailto:registrar@hnlu.ac.in) [www.hnlu.ac.in](http://www.hnlu.ac.in)

No.: HNLU/14473/2015

Dt.: 14.02.2015

## APPOINTMENT-CUM-CORRIGENDUM NOTIFICATION

(Appointment Notification No. 01 of 2015)

## CUM-CORRIGENDUM TO APPOINTMENT NOTIFICATIONS

NO. HNLU/13110/2013 DTD. 18.07.2013 AND NO.13801/HNLU/2014 DATED 28.05.2014

Hidayatullah National Law University, Raipur is a State University established by Hidayatullah National University of Law Chhattisgarh Act, 2003 (No. 10 of 2003) and recognized by UGC u/s. 2(f) and 12B of UGC Act, 1956. Applications are invited (in prescribed format) from competent, committed & dynamic people for the following teaching and non-teaching posts:-

Sl	Name of Post & Pay Band & Grade-Pay	No. of Posts	Qualification and Experience required for the Post
1.	Professor (Law) PB and GP: As prescribed by UGC	08 (03UR, 01OBC, 01 SC, 03ST)	As prescribed by UGC
2.	Associate Professor (Law) PB and GP: As prescribed by UGC	13 (06 UR, 01OBC, 02 SC, 04 ST)	As prescribed by UGC
3.	Assistant Professor (Law) in the Pay Band of Rs.15600-39100 with AGP of Rs.6000/-	27 (06 UR, 05OBC, 04 SC, 12 ST)	As prescribed by UGC
4.	Registrar PB and GP: As prescribed by UGC	01 (UR)	As prescribed by UGC
5.	Residential Male Doctor PB 15600-39100 with GP of 5400	01 (UR)	<u>Essential:</u> M.D. OR MBBS with Three years' post qualification experience.
6.	Residential Female Doctor PB 15600-39100 with GP of 5400	01 (UR)	<u>Essential:</u> M.D. OR MBBS with Three years' post qualification experience.



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Sl	Name of Post & Pay Band & Grade-Pay	No. of Posts	Qualification and Experience required for the Post
7.	Assistant Registrar PB 15600-39100 with GP of 5400	01 (UR)	<p><u>Essential:</u> Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale</p> <p><u>Desirable:</u> Knowledge of Computer Applications.</p>
8.	Placement-cum-Public Relations Officer PB 15600-39100 with GP of 5400	01 (UR)	<p><u>Essential:</u> Must have obtained minimum 55% of marks in LL.B. and MBA (HR)/ Must have obtained minimum 55% of marks in LL.M. with P.G. Diploma (H.R.) from a recognized and reputed institution</p> <p><u>Desirable:</u> Three years' post qualification experience as Placement Officer in India &amp; abroad in a professional institution with proven track record; Knowledge of Computer Applications.</p>
9.	Administrative-cum-Liaison Officer PB 15600-39100 with GP of 5400	01 (UR)	<p><u>Essential:</u> Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale</p> <p><b>OR</b></p> <p>Master's Degree with Five Years administrative/field/office work experience in the Grade Pay of Rs.4200/- and equivalent pay scale or above.</p> <p><u>Desirable:</u> Knowledge of Computer Applications</p>
10.	Estate Officer PB 15600-39100 with GP of 5400	01 (UR)	<p><u>Essential:</u> Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale</p> <p><b>OR</b></p> <p>Master's Degree with Five Years administrative/field/office work experience in the Grade Pay of Rs.4200/- and equivalent pay scale or above.</p> <p><u>Desirable:</u> Good knowledge of Store purchase and financial rules and regulations; Knowledge of Computer Applications</p>



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11.	Assistant Grade-III PB 5200-20200 with GP of 2400	03 (01UR, 02 ST)	<u>Essential:</u> Bachelor's Degree and Knowledge of Computer Applications. <u>Desirable:</u> Higher educational qualifications and experience.
12.	Boys' Hostel Assistant (Male) PB 5200-20200 with GP of 2400	01 (UR)	<u>Essential:</u> Bachelor's degree from a recognized/reputed University and Knowledge of Computer Applications <u>Desirable:</u> Work Experience in hostel managerial/supervisory capacity/Higher educational qualifications;
13.	Girls' Hostel Assistant (Female) PB 5200-20200 with GP of 2400	01 (UR)	<u>Essential:</u> Bachelor's degree from a recognized/reputed University and Knowledge of Computer Applications <u>Desirable:</u> Work Experience in hostel managerial/supervisory capacity/Higher educational qualifications;
14.	Sub-Engineer (Civil) PB 5200-20200 with GP of 2400	01 (UR)	<u>Essential:</u> Diploma in Civil Engineering, Three years post qualification experience. <u>Desirable:</u> Degree in Civil Engineering and Knowledge of Computer Applications.
15.	Sports Assistant-cum-Gym Instructor (Male) PB 5200-20200 with GP of 2400	01 (UR)	<u>Essential:</u> (i) Bachelor's degree from a recognized & reputed institution. (ii) Must have represented the University/College at the inter-University/inter-college competitions OR the State in National Championships. <u>Desirable:</u> Knowledge of Computer Applications.
16.	Sports Assistant-cum-Gym Instructor (Female) PB 5200-20200 with GP of 2400	01 (UR)	<u>Essential:</u> (i) Bachelor's degree from a recognized & reputed institution. (ii) Must have represented the University/College at the inter-University/inter-college competitions OR the State in National Championships. <u>Desirable:</u> Knowledge of Computer Applications.



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17.	Outsourcing Supervisor PB 5200-20200 with GP of 2400	01 (UR)	<u>Essential:</u> Bachelor's Degree and Knowledge of Computer Applications. <u>Desirable:</u> Should possess sound managerial skills and should have minimum two years post qualification work experience.
18.	Driver PB 5200-20200 with GP of 1900	05 (02UR, 01OBC, 02ST)	<u>Essential:</u> Driving License for four wheelers/heavy vehicles. Must have passed fifth standard. Proper eye-sight and vision. <u>Desirable:</u> Three years experience of driving vehicles in a recognized institution.
19.	Motor Mechanic-cum- Driver PB 5200-20200 with GP of 1900	01 (UR)	<u>Essential:</u> Driving License for four wheelers/heavy vehicles. Must have passed fifth standard. Proper eye-sight and vision. <u>Desirable:</u> Three years work experience as mechanic in a recognized institution/Motor company garage/workshop.
20.	Library Attendant PB 5200-20200 with GP of 1800	06 (02UR, 02 ST, 01OBC, 01 SC)	<u>Essential:</u> Must have passed eighth standard. <u>Desirable:</u> Must be hard working and familiar with English vocabulary. Two years work experience in library of a recognized institution
21.	Field Assistant PB 5200-20200 with GP of 1800	01 (UR)	<u>Essential:</u> Must have passed eighth standard. <u>Desirable:</u> Must be hard working. Two years work experience in a recognized institution.
22.	Caretaker-cum-Office Assistant PB 5200-20200 with GP of 1800	02 (01 UR, 01 ST)	<u>Essential:</u> Must have passed Tenth standard. <u>Desirable:</u> (i) Must be a good cook, should have good knowledge of housekeeping; (ii) Well mannered.
23.	Cook-cum-Attendant PB 4440-7440 + G.P. 1300	04 (02 UR, 01 OBC, 01 ST)	<u>Essential:</u> Must have passed fifth standard. <u>Desirable:</u> (i) Must be a good cook, should have good knowledge of housekeeping; (ii) Well mannered.



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Sl	Name of Post & Pay Band & Grade-Pay	No. of Posts	Qualification and Experience required for the Post
24.	Gardener-cum-Attendant PB 4440-7440 + G.P. 1300	04 (02 UR, 01 OBC, 01 ST)	<u>Essential</u> : Must have passed fifth standard. <u>Desirable</u> : Must be hard working. Two years work experience as gardener.

### **Essential conditions:-**

1. Interested candidates are required to apply in the prescribed format. Format may be downloaded from University website [www.hnlu.ac.in](http://www.hnlu.ac.in).
2. Last date for submission of completed Application forms is 31.03.2015 upto 5.00 p.m.
3. A Demand Draft of Rs. 500/- (Rupees five hundred only) in case of Unreserved/General/OBC candidates and Rs. 200/- (Rupees two hundred only) in case of SC/ST candidates towards application fee drawn in favour of "**Registrar – Hidayatullah National Law University, Raipur** is also to be essentially enclosed alongwith the application form.
4. The Candidates are required to provide documentary proof in support of all the statements/claims (qualification, age, experience, caste etc. etc.) made by them in their application forms, failing which the application may be rejected.
5. The age of a person at the time of appointment to the service of the University should not be less than 18 years and not more than 40 years in respect of administrative and ministerial staff and not more than 60 years in respect of officers and teachers (For the posts advertised at Sl.Nos. 1, 2, 3 and 4 in the above table) provided that the Executive Council shall have the discretion to relax or waive these limits whenever it considers necessary in the interest of the University.
6. The last date notified for submission of application forms shall be deemed to be the age of appointment with reference to this appointment notification.
7. Send separate applications and demand drafts for each post. Do not apply for more than one post in one application form.
8. Persons already employed should submit "No Objection Certificate" and "Experience Certificate" clearly indicating the nature of post(s) held, duration, subject taught (in case of a teaching post) and salary drawn with pay scale.
9. Basic pay of already employed persons will be protected as per rules in eligible cases, if the applications are routed through proper channel.
10. The University is a residential University and the persons appointed against this notification may be required to reside in the University Campus in Naya Raipur, particularly those whose work falls in the category of essential services.
11. Medium of instruction for teaching in HNLU is English hence candidates applying for the faculty positions must be fluent in English & able to teach in English.
12. Since most of the office work of the University is done in English, therefore, working knowledge of English is desirable for non-teaching posts involving office work.
13. Reserved Category posts are meant for Chhattisgarh Domicile only.
14. All applications should be sent by post or submitted in person to "**Registrar, Hidayatullah National Law University, HNLU New Campus, Post Uparwara, Naya Raipur – 492002, Chhattisgarh**". The University shall not be responsible for any postal delay. Applications received after the stipulated date will not be considered.



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15. As the University is located 30 Kms. away from the main city of Raipur and the courier services are not up to the mark, therefore, the candidates are advised not to send their applications through courier.
16. **It is hereby brought to the notice of those candidates who have already applied in response to the Appointment Notifications No.HNLU/13110/2013 Dtd. 18.07.2013 and No.13801/HNLU/2014 dated 28.05.2014, that as per this appointment-cum-corrigendum notification they are also required to apply again in the newly prescribed application form for the posts readvertised as per this notification. However, they are not required to send D.D. again while reapplying for the same post. Only the details of D.D. already sent by them are to be mentioned at the relevant place in the application form.**
17. **Further details, change in dates, schedule, addendum, corrigendum etc. pertaining to this appointment-cum-corrigendum notification, if any, will be notified on University website only.**

#### **NOTWITHSTANDING ANYTHING CONTAINED ABOVE:-**

- a. The University reserves all rights to increase/decrease the number of posts.
- b. The University reserves all rights to make/not to make appointment on particular post/s.
- c. The University also reserves all rights to cancel this advertisement without assigning any reason.

**By orders**

**REGISTRAR (I/C.)**